

## **CHECKLIST FOR FILING CHAPTER 13 CASE**

**Fee:** \$281 (includes filing fee of \$235 + administrative fee of \$46)

Note: Fee must be paid with a money order or cashier's check; personal checks not accepted. If paying in person, fee may be paid in cash – exact change required.

**Voluntary Petition (Official Form 1)**

Unless filed electronically by a registered attorney, the petition must be signed in ink by the debtor (and joint debtor if spouses are filing together). If a petition preparer assisted in preparing the petition and other documents, the preparer must provide the information required on the petition and sign it also.

**Mailing Matrix and Verification of Matrix (Local Form hib\_1007-2(d))**

Names and addresses of creditors and other parties included or to be included on Schedules D, E, F, G and H. Per Local Rule 1007-2(c), the petition must be accompanied by both a paper copy of the matrix and an electronic version on diskette or CD. Must be submitted WITH the petition.

**Statement of Social Security Number (Official Form 21)**

Must be submitted WITH the petition.

**Exhibit D – Individual Debtor's Statement of Compliance with Credit Counseling Requirement**

Must be submitted WITH the petition or within 14 days.

**Certificate of Credit Counseling**

Must be filed with the petition or within 14 days. An individual who is incapacitated or disabled as described in 11 U.S.C. § 109(h)(4) or is on active military duty in a combat zone may request a waiver by filing a

**Motion to Waive Counseling Requirement (based on incapacity, disability or active military duty in a combat zone),**

and an individual who is not able to obtain credit counseling before filing the petition may request a temporary waiver to extend the time to obtain credit counseling for 30 days after the petition is filed by completing part 3 of Exhibit D (Official Form B1D) with a

**Statement of Exigent Circumstances.**

**Statement of Current Monthly Income and Disposable Income Calculation (Official Form 22C)**

Must be filed with the petition or within 14 days.

**Schedules A-J, Summary of Schedules, Statistical Summary of Certain Liabilities and Declaration Concerning Debtor's Schedules of Assets and liabilities (Official Form 6)**

Must be filed with the petition or within 14 days.

**Statement of Financial Affairs (Official Form 7)**

Must be filed with the petition or within 14 days.

**Chapter 13 Plan (Local Form Plan hib\_3015-1)**

Must be filed with the petition or within 14 days.

Note: Additional documents are required to be filed if the debtor is represented by an attorney.